

Town of Tyngsborough, MA

Position Description

Job Title: Assistant Town Administrator
Department: Office of the Town Administrator and Board of Selectmen
Reports To: Town Administrator; Board of Selectmen
Prepared Date: August, 2015

SUMMARY

Under the general supervision of the Town Administrator, the Assistant Town Administrator assists in the administration of all Town functions. This position requires sound initiative, judgment, decision-making and ability to work effectively and independently with the public, elected and other officials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists and coordinates town activities dealing with vendors for services provided to the Town, and monitors compliance of service and other contracts.

Administers and oversees the Town's service contracts and projects as delegated by the Town Administrator.

Assists in developing purchasing requests as required under Massachusetts procurement laws.

Develops and executes contracts as required under Massachusetts General Law.

Assists in the administration of personnel policies and procedures for union and non-union employees (This includes recruitment and hiring of all personnel).

Provides grant management support to the Town, including the Town's participation in the Green Communities program.

Attends and runs meetings both independently and in the absence of the Town Administrator.

Provides administrative support for information technology.

Assists in community development activities, including business recruitment, development oversight, and permitting.

Assists appropriate Town entities in all aspects of community planning, including the Town Master Plan.

Plans, researches, and writes complex management reports, as needed.

Performs all the duties delegated by the Town Administrator.

SUPERVISORY RESPONSIBILITIES

It is anticipated that the Assistant Town Administrator will oversee some Town Offices employees as required, and non- Town Offices employees, as delegated by the Town Administrator. There may, however, be coordination responsibilities required in the conduct of project management.

DESIRED MINIMUM QUALIFICATIONS

Education and/or Experience

- (A) Bachelor's Degree in the field of Political Science, Public Administration, Project Management, or Business required (Master's Degree preferred);
- (B) Three years increasingly responsible related experience in municipal management
- (C) Valid Driver's License; or
- (D) Any equivalent combination of education and experience.

Knowledge, Skills and Abilities

- (A) Thorough knowledge of modern office practices and procedures;
- (B) Thorough knowledge or demonstrated ability to learn municipal government procedures and operations;
- (C) Thorough knowledge or demonstrated ability to learn Town bylaws and relevant Massachusetts General Laws;
- (D) Ability to maintain confidential and sensitive information;
- (E) Ability to establish and maintain accurate and detailed record keeping systems;
- (F) Ability to establish and maintain effective working relationships with employees, Town officials, and the general public;
- (G) Ability to operate the listed tools and equipment;
- (H) Ability to exercise initiative, sound judgment, and make decisions in a fast paced environment;
- (I) Ability to communicate effectively orally and in writing, and;
- (J) Ability to work flexible hours to accommodate some night meetings.

TOOLS AND EQUIPMENT

The incumbent is expected to have full working knowledge of Microsoft Office computer applications, wireless communication devices, copy machines, fax machines, telephones, and automobiles. The incumbent is also expected to demonstrate an ability to learn financial software and other software systems as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, stand; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.